

**AIR NATIONAL GUARD**  
**FISCAL YEAR 2015 (FY15)**  
**AIR FORCE SENIOR NONCOMMISSIONED OFFICER ACADEMY**  
**AND**  
**SISTER SERVICE SENIOR NONCOMMISSIONED OFFICER ACADEMY**  
**APPLICATION ANNOUNCEMENT**



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**1. APPLICATION DEADLINE:** All application packages must be electronically scanned and emailed to NGB/HRT at [ang.forceddevelopment@ang.af.mil](mailto:ang.forceddevelopment@ang.af.mil) no later than (NLT) **1 June 2014**. Applications received after this date will not be considered.

**2. AUTHORITY:**

- A. AFI 36-2301, *Developmental Education*, dtd 16 July 2010.
- B. ANGI 36-2301, *Professional Military Education*, dtd 1 January 2007.
- C. AFI 36-2905, *Fitness Program*, dtd 1 January 2010 and subsequent guidance memorandums.
- D. AFDD1-1, *Leadership and Force Development*, dtd 8 November 2011.

### **3. SISTER SERVICE SENIOR NONCOMMISSIONED OFFICER ACADEMY (SSSNCOA):**

SSSNCOA OPPORTUNITIES: **Please note attendance at a SSSNCOA does not award CCAF credits.**

#### **1. US ARMY SERGEANTS MAJOR ACADEMY (USASMA)**

Location: Fort Bliss, Texas  
 Number of Academic Days: 192 Days  
 Course Number: L5AZA8F090 000  
 Eligibility Criteria: Must be a SMSgt (E-8)  
 US Army Sergeants Major Academy Web Site:  
<https://usasma.bliss.army.mil/site/default.asp>

**NOTE: This course requires a Permanent Change of Station (PCS)**

#### **2. US NAVY SENIOR ENLISTED ACADEMY(USNSEA)**

Location: Newport, Rhode Island  
 Number of Academic Days: 64 Days  
 Course Number: USNSEA 100  
 Eligibility Criteria: Must be a SMSgt (E-8)  
 US Navy Senior Enlisted Academy Brochure:  
<http://www.usnwc.edu/SeniorEnlistedAcademy/>

#### **3. US COAST GUARD CHIEF PETTY OFFICER ACADEMY(CGPOA)**

Location: Petaluma, California  
 Number of Calendar Days: 32 Days  
 Course Number: USNSEA (CG) 100  
 Eligibility Criteria: Must be a MSgt (E-7)  
 US Coast Guard Chief Petty Officer Academy Web Site:  
<http://www.uscg.mil/hq/cg1/TracenPetaluma/CPOA/default.asp>

#### **4. US MARINE CORPS STAFF NCO ACADEMY ADVANCE COURSE(USMCSNCOA)**

Locations: Quantico, Virginia (OR)  
 Camp Lejeune, North Carolina  
 Number of Academic Days: 37 Days  
 Course Number: USMC SNCOA 100  
 Eligibility Criteria: Must be a MSgt (E-7)  
 Marine Corps Staff NCO Academy Web Site: (.mil access only)  
<https://www.intranet.tecom.usmc.mil/sites/epme/sncoa/default.aspx>

**4. ELIGIBILITY AND FITNESS REQUIREMENTS: Please read carefully, these have changed due to EPME-Next**

- A. MSgt/SMSgt with 12-18 years Time in Service (TIS).

**NOTE:** Members who exceed 18 years TIS may apply with concurrence of their State Command Chief. Nomination letter from the member's State Command Chief or Statutory Tour Command Chief will serve as concurrence.

- B. Must complete AFSNCOA Correspondence Course 14 Version 6 prior to attendance. No previous versions will be accepted.
- C. Must possess a 7 skill level in Primary AFSC (PAFSC).
- D. Must have a passing fitness assessment score at the time of application and throughout the duration of the program.
- E. Must be prepared to participate in the Air Force Fit to Fight (FTF) Program or applicable sister service fitness program to the fullest extent possible while attending AFSNCOA or SSSNCOA. Please refer to AFI 36-2905, *Fitness Program*. Member must hand carry a copy of current passing fitness assessment results when reporting to the SNCOA.
- F. Additional SSSNCOA Eligibility Requirements:
1. All nominees requesting a SSSNCOA course must have completed any version the AFSNCOA Correspondence Course and completion must be reflected on the nominee's Virtual MPF (vMPF) RIP.
  2. All nominees requesting a SSSNCOA course must have completed the Senior Enlisted Joint Professional Military Education (SEJPME) online course and completion must be reflected on the nominee's vMPF RIP. Course is available through Joint Forces Staff College at:  
[http://www.jfsc.ndu.edu/schools\\_programs/se\\_jpme/enroll\\_new.asp](http://www.jfsc.ndu.edu/schools_programs/se_jpme/enroll_new.asp)
  3. Nominees requesting a SSSNCOA course may not have any fitness exemptions on their fitness assessment at the time of application or at the time of attendance.
  4. Members may not attend a SSSNCOA course while on a profile.
  5. Members must meet the eligible rank criteria at the time of application to be considered for the appropriate SSSNCOA Course.
  6. Nominees requesting to be considered for the US Army Sergeants Major Academy (USASMA) must submit a separate memorandum with the endorsements of the Wing Commander or equivalent through The Adjutant

General (TAG) or equivalent, acknowledging that the member is requesting to be considered for the USASMA and a permanent change of station will be required for attendance. Failure to submit this memorandum will disqualify the nominee from consideration for this course.

7. Members selected to attend USMC or USNSEA must meet that services body composition standards.

## 5. APPLICATION PROCEDURES AND REQUIRED DOCUMENTS:

**A. Application Worksheet (Attached):** Complete all required fields. Applicants should rank order their preference of the available class dates. **NGB/HRT will make every effort to place you in your desired class date.**

### **B. Applicant Letter of Intent:**

1. Should be no more than 1 page, written and signed by the applicant.
2. Should outline how the completion of or attendance at the AFSNCOA or SSSNCOA will benefit the individual, Wing, State and Mission.
3. Should attempt to incorporate the three major institutional competencies found in AFDD1-1 dtd 8 November 2011. These competencies are:
  - a. Personal Competency
  - b. Leading People / Teams
  - c. Organizational Competency
4. Should include both military and civilian experience, if applicable.
5. Should follow the "Personnel Letter" format found in AFH 33-337, The Tongue and Quill, 1 August 2004, Page 167.
6. Should be addressed to the individual's State Command Chief or Statutory Tour Command Chief, as appropriate.

### **C. AF IMT 1206, Nomination for Award (front page only):**

1. Should not exceed 30 lines to include topic headers.
2. Should be completed by the applicant's first line supervisor.
3. Must address the following subjects covering the last three years of service:
  - a. Military Job Performance
  - b. Demonstrated Self Improvement
  - c. Base / Community Involvement

**D. Nomination Letters:**

1. Only nomination letters from the member's State Command Chief or Statutory Tour Command Chief will be accepted.

**NOTE:** For members who exceed 18 years TIS please include a statement affirming that TIS, total active federal military service, date of rank, and completion/noncompletion of Course 14v6 have been considered and that member is recommended to attend AFSNCOA.

2. State and Territories may have processes that require the internal routing through the Wings and the State JFHQs. These internal processes should continue to be used to ensure coordination at all levels.

**E. vMPF Record Review/Update (Print all pages):** (Current within 60 days of submission). It is incumbent upon each applicant to ensure their personnel information is correct in vMPF, as this is the only information that may be reviewed by the panel. Submit the entire vMPF Record Review (not the last page only) as information on other areas of the report is required in the review process. The Record Review/Update is available through vMPF on the Air Force portal.

**F. Current Fitness Assessment:** Must reflect a current, passing score as of the date of application. Selected candidates will be required to provide an updated fitness certificate prior to course start date, as necessary.

**G. Resume (Military/Civilian):** No longer than three pages.

**H. Stratification: Submission of two or more applicants in any DE course requires the leadership stratify the applicants.** A stratification letter must be submitted separately to the Developmental Education Panel. It is not part of the applicant's package. The letter will rank the applicants in merit order. Please include the leadership's contact information should the panel president need to call during the Panel process. The stratification letter should be emailed to [ang.forcedevelopment@ang.af.mil](mailto:ang.forcedevelopment@ang.af.mil).

**6. PROCESSING INSTRUCTIONS:**

**A. Wing/State Level:** The processing of field applications should follow established Wing/State level procedures for approval. At minimum, this should include routing through the member's Supervisor, chain of command (Unit/Sq/Gp/Wing), FSS Force Development Superintendent (FSS/FSD) to verify completeness of the application packages, Wing Command Chief Master Sergeant (Wing CCM), State Command Chief Master Sergeant (State CCM) for endorsement/stratification.

**B. Statutory Tour:** Processing of application packages for Statutory (Stat) Tour members should adhere to any specific directorate/organizational procedures. At a minimum, this must include routing through the member's Supervisor,

Superintendent, and A-Staff Director (or equivalent). The application package must include a completed ANG Statutory Tour Formal Training Request Worksheet. Directorates (or equivalent) must submit packages to NGB/HRT Training at [angrc.training@ang.af.mil](mailto:angrc.training@ang.af.mil). NGB/HRT will forward all statutory tour packages to the Statutory Tour CCM for approval and stratification.

## 7. SUBMISSION PROCESS:

- A. Electronically load completed application package in one (1) single PDF document in the same order as on the application worksheet to AMRDEC at <https://safe.amrdec.army.mil/safe2/> no later than (NLT) **1 June 2014**. AMRDEC is an Army File Exchange Website used often to send encrypted files or those larger than may be efficiently sent through email systems. It permits users to securely upload files, such as application packages, and send an email to the intended recipient advising them that a file or package has been loaded for their access and providing them a link to access the file. Only the posting member and the owner of the identified email address can obtain access.
- B. When submitting a package to AMRDEC, please use the following email address in the “Recipient Information” section. This will provide NGB/HRT access to your file: [ang.forcedevelopment@ang.af.mil](mailto:ang.forcedevelopment@ang.af.mil).

**NOTE:** Prior to submitting verify the e-mail above is accurately entered in AMRDEC. Only packages received through AMRDEC to the e-mail address above will be accepted.

- C. Please use the following naming structure for your application submission as well as the file description:

“2015-507 – SNCOA Last Name, First Name, Rank – State Abbreviation”

*Example:* 2015-507 - SNCOA Doe, John, SMSgt – MI

- D. Applications must be submitted to AMRDEC and be available to NGB/HRT no later than the closeout date specified above.
- E. Applications must be complete upon initial receipt, in one (1) single PDF package. Please do not upload multiple packages together. Each package must be uploaded individually through AMRDEC.
- F. Packages not received as a single PDF file will be returned without review.
- G. Incomplete packages (packages not meeting mandatory criteria or packages received after the close out date as indicated above) will NOT be considered.
- H. Applications submitted on the close out date will be reviewed for qualification or disqualification only. Please ensure you review your application thoroughly.

- I. Applicants will receive a confirmation from AMRDEC when their package is downloaded by NGB/HRT. This will serve as confirmation that your package has been received for processing. Upon review, NGB/HRT will notify candidates whose application is **not complete** via the email addresses supplied on the application. Those candidates will have until the suspense specified by NGB/HRT to provide the documentation necessary to complete their package. Failure to submit corrections prior to suspense date will result in the package being returned without action.

**IMPORTANT NOTE:** The responsibility to provide and ensure receipt of a complete application by the required deadline rests **solely with the applicant**, even if the application package is forwarded to NGB/HRT by another individual on the applicant's behalf. **A complete package will consist of** the required/specified documents, the appropriate level of endorsement(s) as required, assembled in one (1) single PDF file, sent to the AMRDEC site specified, and received by the application suspense date deadline. **Packages missing any required documents or failing to meet the suspense requirements specified will not be considered.** NGB/HRT highly recommends that organizations or unit members submitting applications on behalf of their members provide those members a courtesy copy of the final submission.

Processing of application packages within a member's organization should adhere to any specific guidance established by the local organization (unit, wing, state, directorate, etc.). Check with local authorities for their approval process and any internal suspense date.

## 8. SELECTION ANNOUNCEMENT PROCESS:

- A. **Selection Criteria:** Panel scoring is based on the total person concept that includes (but not limited to) education, previous PME, SEJPME, other courses, experiences, the letter of intent, AF Form 1206, resume, and vMPF Rip will be used to evaluate individuals in all areas. The stratification provided by the member's State or Statutory Tour Command Chief is considered when determining an individual's score. It is the responsibility of the member to update any incorrect and/or missing data on the vMPF RIP; as such errors may affect the applicant's overall score.
- B. **Selection Process:** In accordance with ANGI 36-2301, NGB/HR will convene a diverse selection panel to evaluate applications based on the information provided. A merit listing will be forwarded to NGB/CF for final approval.
- C. **Selection Notification:** NGB/CF will publish final selections to the TAG, NGB/CFC will forward to the State Command Chiefs, and NGB/HR will forward to the MPMOs and FSS.

## 9. CLASS SCHEDULE: All dates are subject to change. SSSNCOA dates will be released at a later date.

SNCOA 15-A	17 Oct – 21 Nov 2014
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SNCOA 15-B	21 Jan – 25 Feb 2015
SNCOA 15-C	12 Mar – 15 Apr 2015
SNCOA 15-D	30 Apr – 5 Jun 2015
SNCOA 15-E	25 Jun – 31 Jul 2015
SNCOA 15-F	21 Aug – 25 Sep 2015

## 10. ADDITIONAL INFORMATION:

A. AFSNCOA information is available at the following link:

<http://www.au.af.mil/au/cepme/sncoa/>

B. Package Order

1. FY15 AFSNCOA and SSSNCOA Application Worksheet
2. Letter of Intent
3. Resume
4. AF IMT 1206, Nomination for Award (front page only):
5. Nomination Letters
6. Copy of current fitness assessment
7. Virtual MPF (vMPF) Record Review

C. Direct questions concerning AFSNCOA or SSSNCOA application procedures to [ang.forceddevelopment@ang.af.mil](mailto:ang.forceddevelopment@ang.af.mil). Points of contact MSgt Elizabeth Shapiro (Primary), Comm: 240-612-8676, DSN: 612-8676 or MSgt Zandra Fox (Alternate), Comm: 240-612-8675, DSN: 612-8675.

### **Tips for Developing an Effective SNCOA Application Package**

- Ensure the Letter of Intent (LOI) is written to the specifications of the announcement, and addresses the Institutional Competencies as they relate to your experience and the mission
- Ensure LOIs are unique – do not use the same verbiage in multiple LOIs (we have received the same letter, or letters using the same verbiage, from multiple applicants within a state/unit)
- Ensure LOIs illustrate the member's accomplishments over the past three years and how those experiences tie into the Institutional Competencies - Letters should not be written as a resume
- Do not include self-serving comments such as “for future promotion”
- Ensure LOIs are properly formatted on the proper letterhead, as illustrated in the Tongue and Quill
- Invest appropriate time and thought into LOIs, as they are an important factor in your score
- Write using action/impact/results on IMT Form 1206--- it is not a job description
- Like the LOIs, ensure IMT Form 1206 bullets are unique to the individual - not a copy of that used for another applicant



- Ensure IMT Form 1206 is completed by the applicant's supervisor – they should be written in the second person without the use of the word "I"
- Ensure acronyms are spelled out or defined within the document
- Ensure deployments referenced occurred during the last 3 years
- Avoid common errors found on IMT Form 1206:
  - Ensure bullet format
  - Ensure correct spelling
  - Ensure use of appropriate headers
  - Ensure document does not read like a job description
  - Ensure action and impact of the action are properly explained
- Ensure CCAF degrees noted on form are properly updated in MILPDS (MILPDS is the only source document for education)
- Qualification training required to perform duties is not considered self-improvement and should not be included as such
- State or Statutory Tour Command Chief must endorse all packages for consideration
- Ensure all appropriate criterion are included – each year, a significant number of non-selected members later admit they had failed to ensure their records properly reflected all of their accomplishments